

**Position Purpose:**

The position serves as Treasurer and Collector, carry out all of the statutory duties, and oversee the functionality of the Collector's and Treasurer's office.

**Duties & Responsibilities:**

The Finance Director manages all Town financial operations and is directly responsible for the coordination, administration, operation and management of the Town's financial services (cash management systems, debt issuance, disbursement of funds, and all monetary collection activities, as well as the management of tax title accounts, management of payroll, employee benefits, investment and management of Town funds in a timely manner abiding by all municipal, state and federal guidelines, regulations and quality standards and ensuring safe, courteous and professional behavior is observed in all situations). This position is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under their responsibility and acts as a key member of the Town's leadership team.

**Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

- Oversee the Collection, Treasury, Accounting and Assessing Departments, serve as Finance Director, Treasurer, Collector, Data Processing for Treasurer/Collector, and Custodian of all town Trust Funds.
- In consultation with the Town Administrator, prepares the capital plan, operating budget and the long range strategic financial plan and any other financial related matters, including digitization of the systems..
- Oversees the maintenance of effective budgetary controls, including the encumbrance of purchase.
- Develop, prepare, manage, and explain budgets, reports, and financial presentations; responsible for financial articles on Town warrants.
- Ensure proper investment and borrowing procedures, timely investment of all funds, the preparation of disclosure documents for rating agencies, the continuous evaluation of yields for investments and the planning, negotiating, implementation, issuance and assumption of obligation of long and short-term borrowing by the Town.
- Ensure adequate funds availability to meet obligations such as payroll, bills, bonds and note payments and to maintain custody of stabilization, trust and all other funds of the Town.
- Initiate legal procedures when receivables are overdue and serves as custodian for tax title and foreclosure accounts, overseeing tax title proceedings including receipt of payments, discharge of tax titles, and foreclosure sales and auctions.
- Oversee the payroll process and benefits deductions in collaboration with the Human Resource Director This includes but is not limited to input of salary and benefit information, computation

of payroll deductions and processing of related payments for health and life insurance, retirement, withholding taxes, deferred compensation, etc.

- Sign, distribute, stop payment and reissue checks / direct deposits and preparation of related town, agency, state and federal reports.
- Participate in research, compilation, and presentation of immediate and long-range plans, capital and operational budget development, trend forecasting, debt service development and financial planning and recommendations.
- Collect, process, record-keeping, and enforcement of all municipal taxes, user charges, and various municipal charges.
- Collect all taxes, fees, excise, and betterments in addition to all other accounts due to the municipality.
- Develop, implement, and monitor a system of internal controls to insure accurate record keeping of each individual accounts receivable record and on annual basis conducts a tax taking for all outstanding real estate taxes.
- Develop and implement a plan for computerization of all Town financial records.
- Oversee assessing operations to insure that state laws are upheld, participate in preparation of Tax Recap sheet to determine annual tax levy and set the tax rate.
- Oversee accounting operations to ensure required functions are accomplished on time and in accordance with state law.
- Maintain office hours; ensure coverage of daily business hours, respond to inquiries and provide records and information to the general public, town departments and other agencies as required.
- Complete special projects and perform other duties as assigned.
- Performs similar or related work as required, directed or as situation dictates.

**Recommended Minimum Qualifications:****Education, Training and Experience:**

Bachelor's Degree in Accounting, Finance, Business Administration or related field. A Master's Degree in Business Administration or CPA is preferred. Must have broad experience, ten (10+) years in municipal financial management and / or a combination of education and experience that enables performance of all aspects of the position. Certification as a Massachusetts Collector and Treasurer is required. Must have / maintain a valid Massachusetts driver's license.

**Knowledge, Ability and Skill:**

Working knowledge of local, state and federal finance regulations, working knowledge of Massachusetts General Laws, especially MGL Chapter 30B, 32, 32B, 39, 40, 41, 44, 59, 60. Knowledge and familiarity with Municipal Finance and Accounting, as well as a strong understanding of GASB (Government Accounting Standard Board) and UMAS (Uniform Massachusetts Accounting Systems). Working knowledge of the applicable provisions of the

## **DIRECTOR OF FINANCE, TREASURER/COLLECTOR**

**FAIRHAVEN, MA**

Massachusetts General Laws pertinent to the Treasurer/Collector's office and any other applicable financial rules. Strong attention to detail.

Management experience preferred. Ability to work, collaboratively, cooperative and effectively with others within the organization in setting goals, resolving problems and making decisions that enhance efficiencies and effectiveness. Ability to deal appropriately and tactfully with the general public and other town departments. Ability to express oneself in oral and written form. Ability to perform mathematical calculations with accuracy.

Skilled in accounting, finance and collector operations, advanced skill with spreadsheet and database applications. Aptitude for working with numbers and details. Skill in operating standard office equipment; typing skill. Strong organizational skills.

### **Physical Requirements:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to sit, communicate, or hear; occasionally required to walk, must be able to handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move objects weighing up to 15 pounds. Vision and hearing at or correctable to normal ranges. This position requires the ability to operate a keyboard and calculator at efficient speed.

### **Supervision:**

*Supervision Scope:* Performs highly responsible functions of a complex and technical nature requiring a high degree of professional judgment and initiative in ensuring that all municipal financial transactions conform to law and to professional standards as well as in formulating decisions regarding policies, procedures, operations and plans at the department level.

*Supervision Received:* Works under the general direction of the Town Administrator.

*Supervision Given:* Directly supervise the employees in the Dir. Of Finance/ Treasurer/ Collector's offices. Provide leadership and effective communication to plan, manage, organize and supervise employees for the accomplishment of department objectives and town-wide goals. Works in conjunction with the Town Accountant and the Principal Assessor to ensure municipal finances are in order.

### **Job Environment:**

- Work is performed under typical office conditions. Work environment is moderately noisy. Incumbent required to attend evening meetings.
- Operates computer and general office equipment, such as calculator, copier, facsimile machine and telephone.
- Makes frequent contacts concerning accounting and budgetary matters with all Town departments and boards, vendors, auditing firms, and relevant state officials and agencies. Makes

infrequent contact with the general public. Contacts require considerable skill in negotiating and resourcefulness and discretion in influencing decisions and behavior of others.

- Has access to department-related confidential information including bid proposals, contracts, negotiating positions, department personnel records, as well as sensitive Town financial information.
- Errors are difficult to detect and could result in excessive costs, major financial losses from unauthorized expenditures, failure to receive funds due, and/or deterioration of the Town's financial position; errors may also result in legal ramifications.

*(This job description does not constitute an employment agreement between the employers and is subject to change by the employer as the needs of the employer and requirements of the job change.)*